



Susan Bass Levin
Chairman

Marge Della Vecchia
Executive Director

NOTICE OF VACANCY

THE EXECUTIVE DIRECTOR OF THE NEW JERSEY HOUSING AND MORTGAGE FINANCE AGENCY INVITES APPLICATIONS FROM QUALIFIED CANDIDATES FOR THE FOLLOWING:

ISSUE DATE: 6/14/06

JOB TITLE: Web Server and PC Support
SALARY: (R11) (\$ 44,224) - (\$ 62,236)
DIVISION: Information Technology (IT)
FL STATUS: Exempt ☒ Non-Exempt ☐
EMPLOYMENT STATUS: Full Time ☒ Part Time ☐ Temporary ☐

JOB DESCRIPTION:

Under supervision of the Manager of Information Technology, design and develop Web pages and provide ongoing support, including monitoring, maintenance, security and standards development for HMFA Web servers, pages and applications, ensuring that New Jersey State Web Standards and guidelines are followed; develop, maintain and implement content management and related policies and procedures; work closely with Marketing staff and Division Liaisons to ensure information is current; respond to external inquiries; track site performance, analyze statistics and prepare monthly usage reports; build user interface application and back-end database; Provide ongoing, as-needed PC support including timely troubleshooting and implementation of solutions with respect to PC hardware, software, connectivity and security; provide Helpdesk support as needed; recommend and document Web-related best practices for the Agency; and perform related duties as required.

MINIMUM REQUIREMENTS

1) EDUCATION:

Four (4) year college degree.

2) EXPERIENCE / SKILLS:

Four (4) years experience with html coding and other web-development software (eg.Dreamweaver, JavaScript, MS Access), two years of which in Adobe Acrobat, Adobe PhotoShop, and Adobe Forms: or an equivalent combination of both education and experience that meets the required knowledge, skills, and abilities. Knowledge of current Microsoft web technology (.NET), a plus; network administration and security skills a plus; knowledge of security, application programming, development of web based applications, Microsoft IIS server and Apache server; knowledge of standard business computer software operating systems and automation packages. (I.e. W2K, Windows 2003, Windows XP, MS Office, MS Project and Internet Explorer); knowledge of MAC hardware and Operating System, a plus working knowledge of PC hardware; ability to identify and solve desktop hardware and software problems and customize PC administrative files independently.

Other requirements: ability to lift PC's and related computer equipment.

IF YOU ARE INTERESTED IN THE POSITION, PLEASE SUBMIT, FAX OR MAIL YOUR RESUME ALONG WITH A COVER LETTER TO HUMAN RESOURCES: P.O. BOX 18550, TRENTON, N.J., 08650-2085; FAX (609) 278-8858.